



**COUNTY OF SAN BERNARDINO
POLICY**

No. 2-366

Issue No.

Effective: **July 10, 2006**

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By:

PUBLIC HEALTH

Approved:
James A. Felten
Public Health Director

Subject: TRANSMISSION SECURITY

I. POLICY

The Department of Public Health (DPH) must protect the confidentiality of sensitive information at all times, by taking reasonable precautions when transmitting (sending or receiving) information, in accordance with Department, County, State and Federal requirements.

II. PURPOSE:

The purpose of this policy is to:

- Establish guidelines for DPH workforce members for the secure transmission of sensitive information.
- Protect transmissions containing health information sent electronically so it cannot be intercepted and interpreted by parties other than the intended recipient
- Protect the covered entity's information systems from intruders trying to access the systems through external communication portals.

III. GENERAL INFORMATION:

A key mechanism for securing transmissions is to make sure that any sensitive information being sent or received through any electronic means is properly protected and that only the minimum necessary amount of information is transmitted. When using open networks (such as the Internet), DPH requires that some form of encryption be employed.

IV. SCOPE: This policy applies to all DPH workforce members who transmit sensitive information via any of the following methods:

- A. E-mail
- B. Text-based Paging Systems
- C. Removable Media
- D. Facsimile

V. VIOLATIONS:

Failure to comply with this policy may result in disciplinary action up to and including termination of employment or contract.